

STAFF POSITIONS

The Board of Education will **seek to** provide and maintain qualified **and certified** instructional and support personnel to carry out the educational programs of the district.

In each case, the Board will approve **the purpose and function of the** positions in accordance with state laws and regulations, **approve a statement of job requirements** as recommended by the Superintendent of Schools **or designee** and delegate to the Superintendent the task of writing or causing to be written, a job description for the position, subject to Board approval.

The Superintendent or designee will maintain a comprehensive, coordinated set of job descriptions, which set forth clear-cut responsibilities for all positions.

In the case of **classified Civil Service** positions, the Superintendent shall refer all proposals for the creation or reclassification of these positions and a statement of the duties for these positions to the **municipal civil service commission having jurisdiction for such classification** **Chemung County Civil Service Commission.**

Ref: Civil Service Law §35; **42-44** **41-44, 8, 22**
New York State Constitution, Article V, Section 6

Approved: July 1, 2001